

June 1, 2005

{Chief Name}
{Police Department}
{Address}
{City/Town}, {State} {Zip}

Dear Chief:

This letter is a follow-up to the one you received from Secretary Flynn dated May 20, 2005. My purpose in writing is to advise you of the near-term availability of a computer program that will allow you to input traffic stop data into a localized database and to also run reports against that database should you desire to do so.

The Executive Office of Public Safety (EOPS) entered into a contract with consulting firm BearingPoint to develop a stand-alone application, known as the Traffic Stop Reporting System (TSRS), that a police department can utilize to electronically enter and analyze traffic stop data. The application will be in the form of a Microsoft Access program that you will be able to run on one Windows personal computer. And while it will be possible to install the program on more than one computer, each running copy of the application will have its own database and security tables, meaning your traffic stop data would exist in multiple locations. The only way to consolidate the data into one database against which you can run reports will be through the import and export functions provided by the application.

Because the Traffic Stop Reporting System is a stand-alone program, both the application and the underlying databases that support it will be completely localized within your agency. There will be no direct access to the data you enter by anyone outside your department.

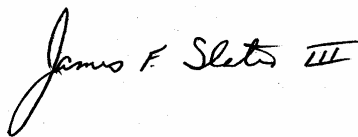
The application itself will provide a fairly intuitive, user-friendly interface. The traffic stop data entry form duplicates, to the maximum extent possible, the actual Massachusetts Separate Data Collection Form. The reporting function built into the program will allow you to generate some basic, pre-defined reports. It will also allow you to generate advanced reports for which you can specify reporting criteria as well as the sort order. Finally, the application has built in security in the form of "roles". Each person with access to the application will need to be assigned a role within the application's security table. When an individual logs into the system, his/her role will determine which functions within the application he or she will be able to access.

For those agencies looking to incorporate traffic stop reporting into their own Records Management Systems (RMSs), any screen developed for data entry or record viewing should mimic the Massachusetts Separate Data Collection Form to the maximum extent possible. The reason for this is that data entry and retrieval will be much easier for those using the system. However, an agency is free to design a traffic stop module for their RMS system which conforms to the requirements and customs of its RMS. For example, the Officer ID field on the Separate Data Collection Form allows a maximum of three (3) characters. If your RMS, however, utilizes four or more characters for Officer ID in its other modules, please feel free to design your traffic stop module to accept a larger Officer ID. What's important is that you collect and enter as much of the data on the Data Collection Form so that any analysis you perform will be meaningful.

It is anticipated that the Traffic Stop Reporting System application will be ready for field testing by June 13, 2005. At least two agencies have indicated that they will be willing to participate in a pilot of the new system. However, it would be ideal if more agencies would help test the system. Therefore, I ask that you consider participating in the pilot.

The TSRS will be generally available on, or just before, July 1, 2005. The application, along with installation instructions and a user manual, will be available for download on the Criminal Justice Information System Extranet (<http://170.154.224.6/home>). It will also be made available on CD-ROM. In the meantime, should you have any questions about the new system, its use or implementation at your department, or if you would be willing to participate in the TSRS pilot, please contact me directly at 617.727.7775, x.25509. Alternatively, you can reach me via e-mail at james.slater@state.ma.us.

Respectfully:

A handwritten signature in black ink that reads "James F. Slater III". The signature is written in a cursive style with a large, stylized "J" and "S".

James F. Slater III
Chief Information Officer